

Department of the Navy

Pacific Northwest Regional Support Forum

October 27, 1999 1:30 pm 3:15 pm

The fourth meeting of the Pacific Northwest SPS Regional User Support Forum was held from 1:30 pm to 3:15 pm on Wednesday October 27, 1999. FISC Puget Sound hosted this meeting. Representatives from EFA Northwest, FISC Puget Sound, Naval Hospital Bremerton, and the SPS CMO office were present. NUWC- Keyport and AMS were extended an invitation, but did not attend. The following is a summary of the discussions, which centered around FISC Puget Sound presenting their top issues and concerns with SPS, which are listed below. An attendance list is on the last page of this document.

FISC Puget Sound Top Issues/Concerns with SPS:

Funding

- Avoid using Contract Level Funding
- Copying CLINS
- Selecting/Entering fund cite data
- Funds Certification
- Award funding must match PR funding
- Check for rounding errors

Clause Selection

- Use of templates
- Methods of selection
- Numbering
- Incorrect FAR clauses in the system
- Check “not included” or incorporate by reference sections K, L, & M clauses in awards
- Template to get greater than 2 CLINS per page (in version 4.1)

Approvals

- Pre-approve before formatting
- Avoid conditional approvals since OGC has to approve again
- Multiple approval sheets
- Adding approval sheets (not an issue in version 4.1)
- Modifying a PR, need to release too

Attachments

- Create in PD2 using templates
- Create in word/excel, etc. and import into PD2 file

Text Constraints Lessons Learned

- Do not use special text (bold/underline)
- Do not include headers/footers when importing text
- Use Times New Roman 10
- Do not exceed 250 characters in the extended CLIN description

Modifications

- Approve “pending bi-lateral” will remove “DRAFT” watermark from page
- Mods are created with “U” vice “P”, until released

Things to Remember

- Save you work frequently!!!
- Performance varies based on individual PC configurations
- Regenerating after formatting will result in loss of all formatting
- Offer evaluation function does not consistently work
- Delivery orders sometimes print out with incomplete info
- Maintain file integrity when routing
- Duplicate PIINs
- Lots and CLINs
- Not to exceed not estimates
- BPA Calls are not recognized by DFAS for payment

EFA Northwest

EFA Northwest is currently migrating their contracts into SPS version 4.1a and it is going well. Their top concerns are the duplication of effort required for DD 350 information in their FIS system, PMRS and SPS.

All agreed that this forum is very useful, and will be even better once all sites are on the same version of PD2 (4.1x). Future Pacific Northwest Regional Performance User Support Forums will be held on the third Thursday of each month. Due to the upcoming upgrade of FISC Puget to version 4.1b and the holiday leave schedules, the next meeting will be held on January 20, 2000.

NAVY SPS ATTENDEE ROSTER
PACIFIC NORTHWEST
Regional User Support Forum
27 October 1999

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